USER'S

MANUAL (Admin)

PatyGuard Web Application

PartyFreaks, Northwest Missouri State University, Maryville, MO

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Revision Sheet

Release version	Date	Revision Description
Rev.0	10/26/16	User Manual template and outline
Rev.1	11/15/16	Admin Manual
Rev.2	12/15/16	Guard and Basic user manual
Rev.2	12/15/16	Host Manual

User's Manual

Authorization Memorandum

I have carefully assessed the User's Manual for the (System Name). This document has been completed in accordance with the requirements of the HUD System Development Methodology.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The document is accepted.

_____ The document is accepted pending the changes noted.

_____ The document is not accepted.

We fully accept the changes as needed improvements and authorize the initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

_____   _____

NAME   DATE

Project Mentor

_____   _____

NAME   DATE

Project Mentor

_____   _____

NAME   DATE

Project Client

Table of contents

1. General Information

1.1 System Overview

The system is a web application which is used by 4 different users.

1. Admin
2. Host/ Fraternity Head
3. Guard
4. Basic (Women)

Different users can register themselves from the website. The website allows all types of users to access their profile. Based upon the type of user, the users will be redirected to different pages in the website and only certain users have access permission to different pages in the website based on the type of the user.

1.2 Website Pages:

1.2.1 Home Page:

The first page of the application, from here you can navigate to different pages in the website.

The footer, indicated by "5" in fig 1.1a, below gives you a quick access to "contact us" and other important pages of the website

By clicking on "1" and "2" as shown in the fig 1.1a, you can know more about the permissions and accessibility details of fraternity hosts and guards.

By entering the details, name and email id in the spaces shown by "3" and "4" in the fig 1.1a, if you are a new customer, you can get contacted by the admin or the owner of the website or get details of pricing or subscription periods, etc. By doing this you receive an email consisting of all the basic pricing and subscription details and can establish a connection with the admin of the website.
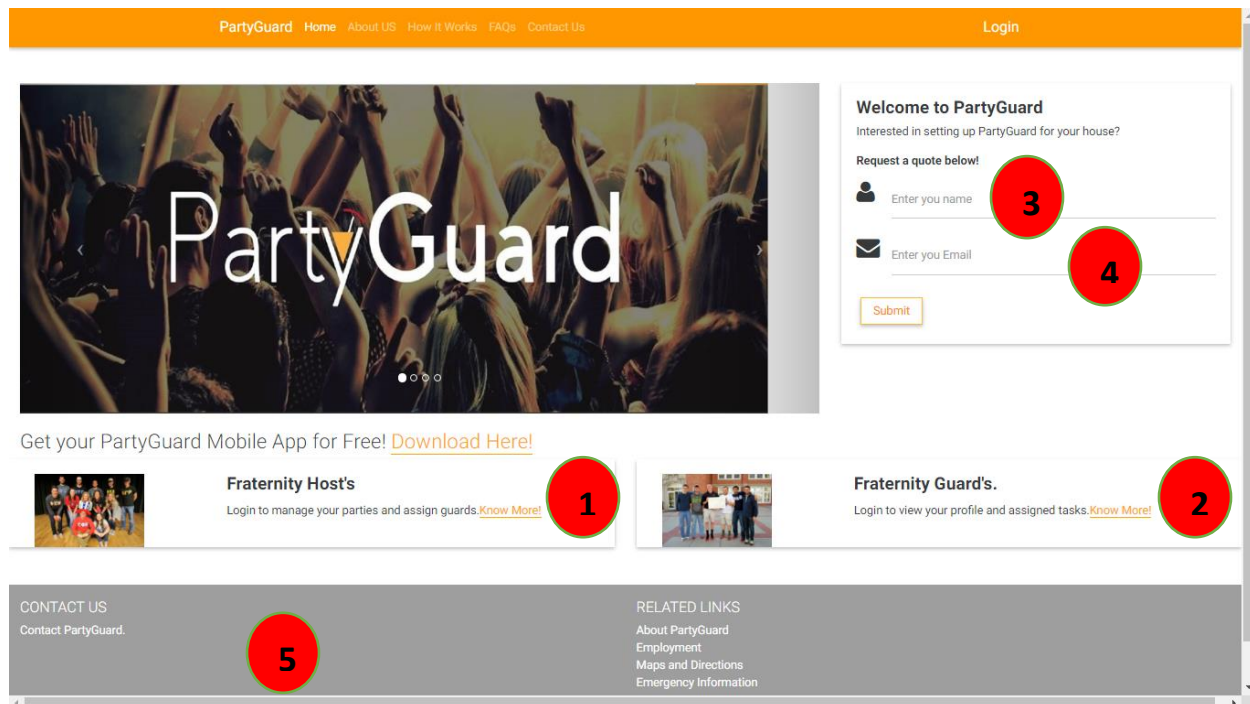
Fig 1.1a. Launching page of PartyGurad website, Home

1.2.2 About Us:

This page gives you an idea of what the website is about and what is the main agenda on the website.

1.2.3 How it Works:

This page gives you more detailed information about who the fraternities (customers), fraternity head, fraternity guards are and what role they play and the permissions available for them.
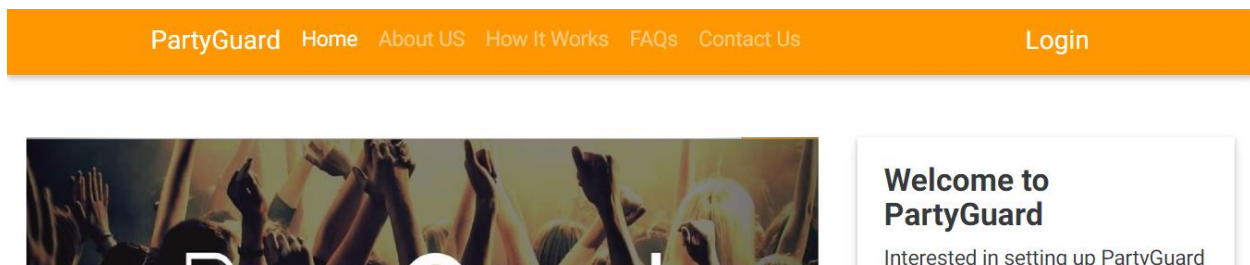

Fig 1.1b. Navigation bars

1.2.4 FAQ:

FAQ's are the most frequently asked questions regarding the website, or usage of the website or pricing, subscription, or any other questions related to the website. On this page you can find answers to every question posted.

1.2.5 Contact Us:

You can contact admin at any time regarding any questions, using "Contact us" page

If you have any questions regarding the website and you would like to contact the admin for that, you can enter your details in the spaces shown in the fig 1.1 c.

Fig 1.1c. Contact us page

2. Getting Started

2.1 Logging on

For getting started with the website, every user should have a valid account.

2.1.1 Login:

Whenever you navigate to any of the pages, you can find a login option on the right side top corner of the page, allowing you to login at any time in your flow.
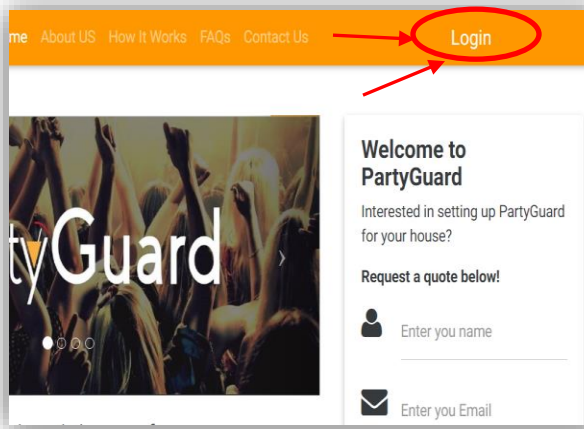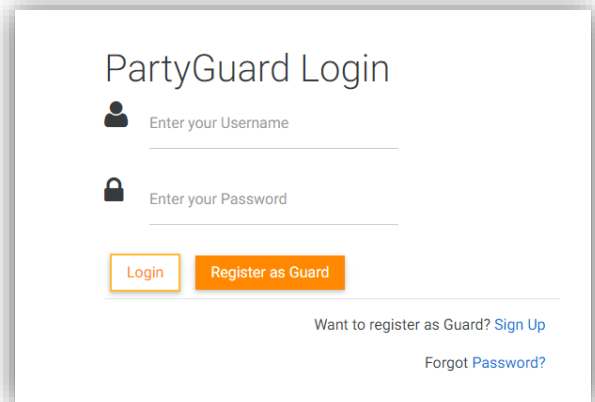

Fig 2.1a Login Button

Fig 2.1b Login page view

This is the common login page, as shown in the fig 2.1b for all the users of the application, admin, host, guard and basic. According to the type of account, you will be redirected to the respective pages in the website.

2.2 Admin

2.2.1 Admin side login:

**Note: Admin has no registration, he/she will have a username and password pre-existing. Whenever the admin changes, the credentials are passed on to the other person.

The admin is the person who will manage all the customers, payments and the website. He/she will have all rights to handle the website. Once you login as admin, you can see pages related to adding customers, customer list and a dashboard.

2.3 Admin Pages

2.3.1 Dashboard:

Whenever you login with the admin credentials, dashboard appears at the launch screen. The dashboard contains a welcome message on the top, followed by the total count of the customers added during this month, details of the payments (paid and pending), total profits etc.. as you can see in the fig 2.3a.
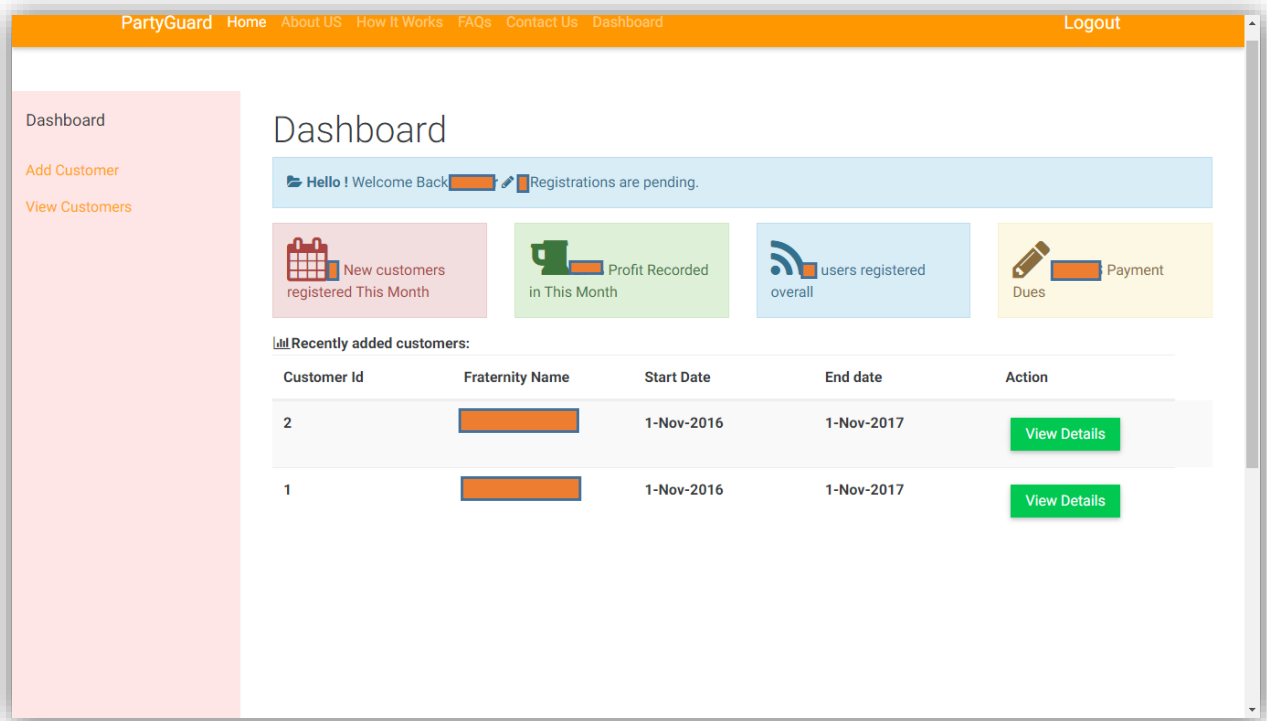
Fig 2.3a Dashboard

In the dashboard, you can see the list of customers who are recently added and started using the website, with their starting and ending dates of subscription and the view details allow you to know the full details of the customer.

2.3.2 Add Customer:

In this page a new customer can be added. As you can see in the fig.2.3b there are many input fields which are to be entered and this depends on the customer.

Fig 2.3b Add customer

You can make use of Google API which is integrated with the application. This makes your life simple by showing some suggestions as you proceed to enter the address of the fraternity. When you enter the address you can see a map and a pointer appears as you complete entering the address, this makes sure that you are in the correct path.

Once you enter information in all the fields, when you click on "create account", the new customer is added to the customer list.

Reset button:

Click on "Reset", if you wish to clear the information in the fields and make it empty.

Steps to add a customer:

- Select a university from the drop down menu available in the list,
- Input the house name, nickname, chapter, username, email, and phone number as specified by the customer,
- Enter the address,
- Update the payment, paid or not paid

After adding customer details,

- Create account button is clicked, the new customer is added to the existing customer list and an acknowledgement form is seen, similar to the fig shown below.
- There is a password, customer ID, and subscription code is generated and these differ from one customer to the other,
- When button shown by "1" in fig 2.3c ("Send information to customers") is clicked, the temporary password, customer id, subscription code is sent to the fraternity email with some more information related to the website

Fig 2.3c Customer Details

2.3.3 View Customer:

You can view a list of all the available customers in the "View Customer" page.
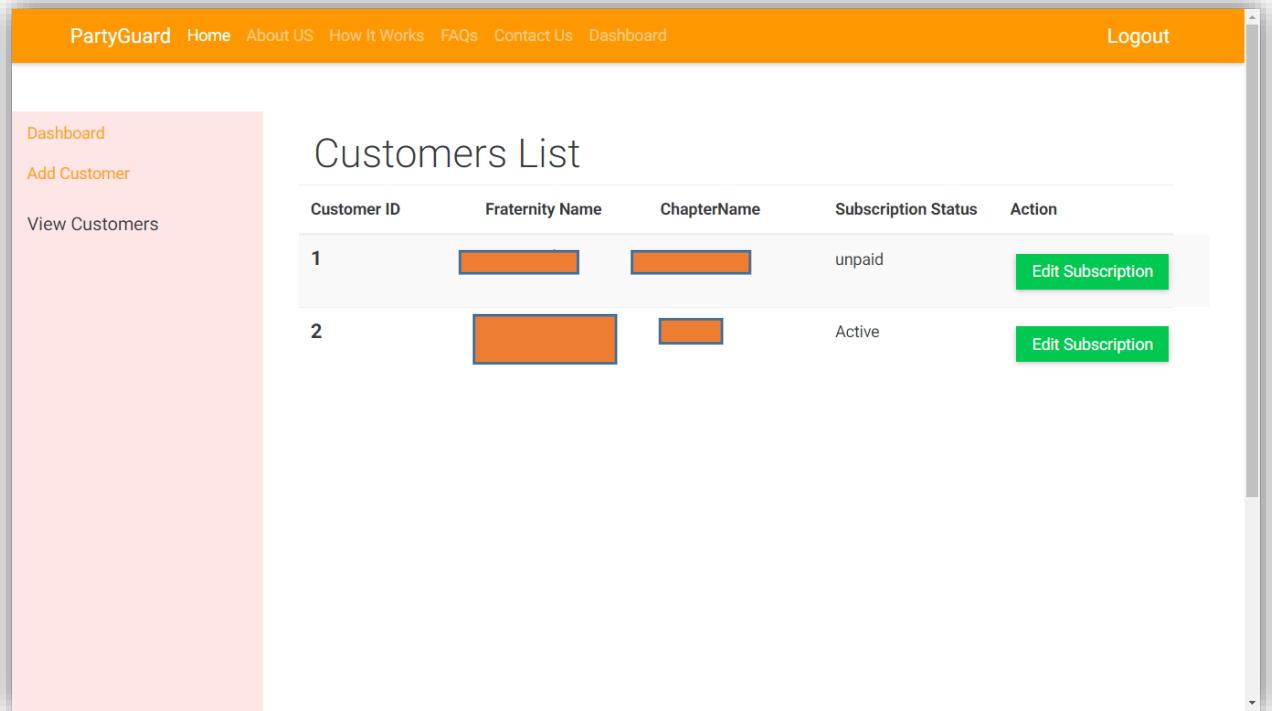
Fig 2.3d View Customers

When you want to change the details of the customer, click on "edit subscription".

In this page you can activate or suspend the customer by clicking the respective buttons as indicated in the fig 2.3e

"Suspend": hold the services of that customer, may be due to payment due or subscription date is passed,
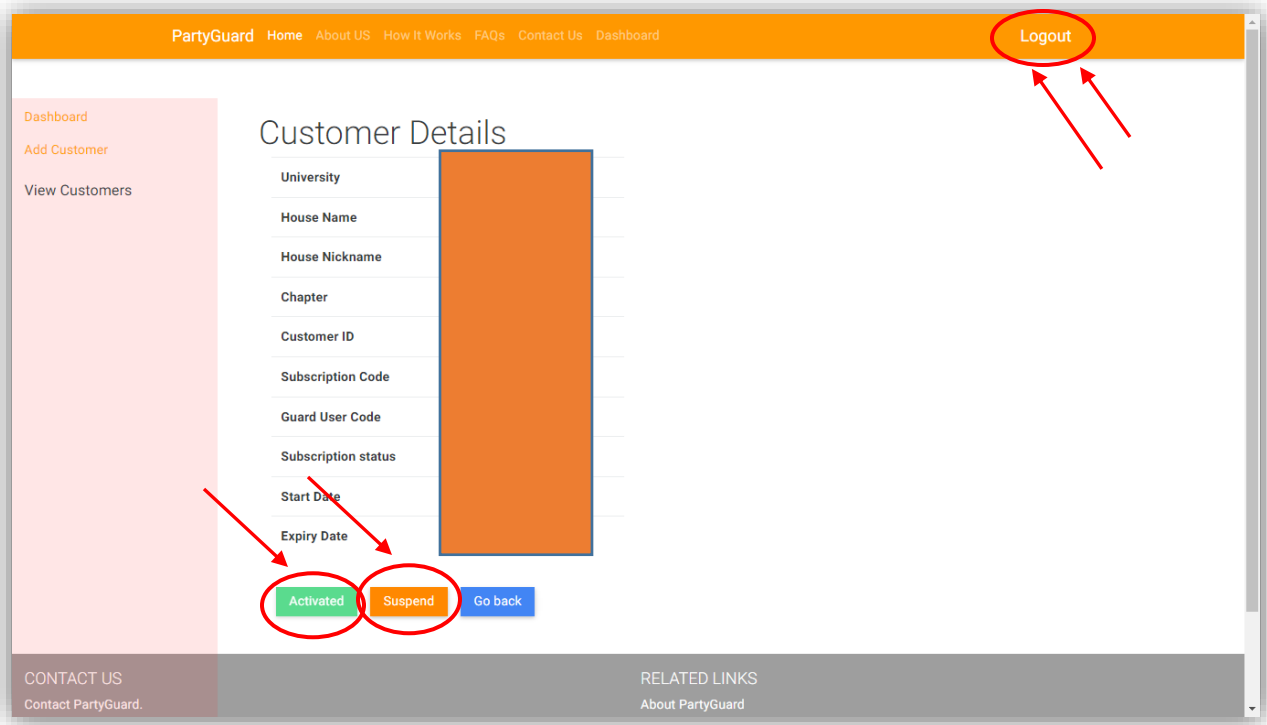
"Activate": customer as all rights to use the web application services.

Fig 2.3e Customer Details from the view Customer page

2.3.4 Logout:

Once you are done with all the necessary actions you intend to perform, you can logout from the account by clicking on the "logout" button on the top right corner of the page. You can also see the button highlighted in the fig 2.3e.

3. Admin Rights

3.1 Admin Permissions/ Actions:
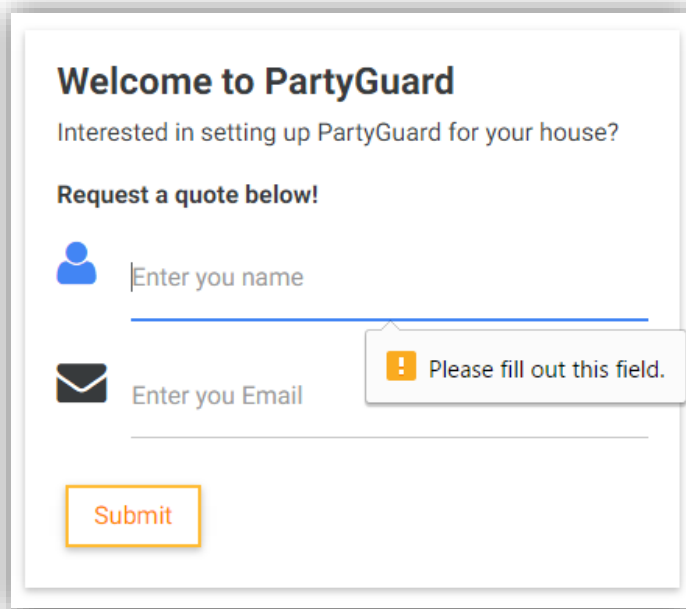
If you are an admin, the actions you can perform or the permission you hold:

- Maintain the website,
- Add new customers,
- Manage the existing customers
  - Change the status of the customers, active or suspended according to the payment dues, subscription period,
  - Manage subscriptions
  - Edit customer details,
- Accept the payments,
- Maintain the cash flow

4. Errors

4.1 Validation errors:
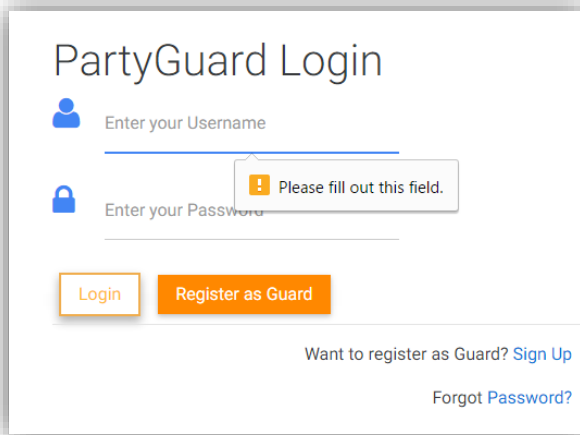
There can be different reasons for an error to occur. One of them may be validation, here in the below fig. 4.1 you can see a pop up message. This happens if you did not enter any values in the fields and clicked "submit".

Fig 4.1a home page Validation error messages

Similarly, you can see similar kinds of errors in some of the other pages in the website. Here are some of the snapshots of them.

Fig 4.1b Login Validation pop up

Fig 4.1c Add customer page Validation pop up

4.2 Wrong Credentials:

An error can occur when you enter wrong login credentials as shown in the fig 4.2a

Fig 4.2a Login error message